

Office of the Attorney General  
Human Resources  
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# JOB POSTING

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Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

## **SECTION CHIEF, ADMINISTRATIVE AND REGULATORY LITIGATION SECTION**

Attorney responsible for supervision of attorney, paralegal and support staff positions, in addition to handling a reduced case load. Reports to Chief Counsel for Litigation. Duties include:

- Assign cases, oversee litigation strategy and otherwise supervise the defense of administrative and regulatory cases.
- Review and approve requests for settlement authority and direct negotiation.
- Monitor and improve systems for the routine processing of cases within the section.
- Responsible for Administrative and Regulatory litigation, contract disputes, enforcement actions and defense of constitutional challenges to statutes.
- Recruit, interview, train and supervise attorneys and paralegals and support staff in litigation efforts. Review personnel issues. Review and approve leave requests, work schedules, time sheets, travel authorizations.
- Research and write trial briefs, motions, and other legal documents; review work of Deputy Attorneys General. Plan, organize and reside over meetings with client/agencies.
- Consult and advise Deputy Attorneys General on a variety of legal issues and advise state election officials, appointees and agencies on legal policies.
- Handle a reduced workload of cases (see Job Description, Attorney, Administrative and Regulatory Litigation Section).
- Perform other legal and administrative tasks at the direction of the Attorney General.